

# Department of Transportation

Office of the **Secretary**  
Washington, **D.C.**

ORDER

DOT **3450.2**

1-5-73

**SUBJECT:** DOT EXTERNAL **RECOGNITION** AND AWARDS PROGRAM

1. PURPOSE. This order establishes a program to honor individuals **not** employed by the Department of Transportation who have made transportation safer, more **economical**, or more efficient or have otherwise contributed to the public good.
2. REFERENCE. Federal Personnel Manual **Chapter 451**, Subchapters **3-12** which prescribes policy awards to private citizens.
3. OBJECTIVES. This award program is designed to recognize significant achievements in transportation.. It will also provide additional incentives to the entire **transportation** industry to help **develop** and improve safety, commerce, economy or efficiency as well as environmental improvements. Four categories of awards will differentiate accomplishments:
  - a. Award for Exceptional Public Service;
  - b. Award for Meritorious Public Service;
  - c. Certificate of Commendation;
  - d. Certificate of Appreciation.
4. GENERAL. The awards **will** give official recognition to governmental bodies, private **organizations**, individuals or groups of individuals not employed by the Department. Service, acts, or achievements **eligible** for consideration must be related to the broad field of transportation. They may pertain to development, application, or leadership in transportation programs, particularly any of the following:
  - a. **Exceptional acts contributing to** safety, improved performance, or the public interest.
  - b. Contributions through science, technology or engineering, with **particular** emphasis on **the use** or improvement of transportation systems.
  - c. Development of administrative, legal, or policy innovations that result **in** extraordinary, distinguished, or commendable benefits to transportation, including aesthetic and cultural **ramifications**.

**DISTRIBUTION:** All **Secretarial** Offices  
All Operating Administrations  
National Transportation Safety Board (info)

**OP1:** Office-of  
Public  
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- d. **Activities** affecting internal DOT affairs which facilitate application of Departmental missions, policies, **or** procedures.

5. PROGRAM RESPONSIBILITY AND CONSISTENCY/ FOR SECRETARIAL AWARDS.

- a. All awards will be authorized by the Secretary who ~~will~~ make the final decisions on nominations.
- b. The Office of Public Affairs, **S-80**, in the Office of the Secretary will review the nominations for awards and make recommendation@ to the Secretary regarding them.
- c. Awards will be granted by the Secretary or, upon his specific instructions, by an appropriate Administrator or Secretarial Officer.
- d. The Office of Public Affairs will administer the awards program, including ~~processing nominations~~, securing awards and publicity, organizing ~~awards ceremonies~~ and managing other related details.
- e. A description of the awards, criteria, procedures for nomination and the method of selecting the winners are outlined in an attachment to this order.
- f. Secretarial awards are higher awards than those given by an ~~Administrator~~, therefore no ~~nominee~~ may be considered for a Secretarial award for an act, if he has received an award from an Administrator for the same act. An ~~Administrator~~, however, should retain lists of nominees since this order does not preclude a nominee for a Secretarial award whose ~~nomination is~~ rejected subsequently being given an award by an Administrator.
- g. In order to assure consistency with this order, each operating administration ~~with~~ an external awards program must ~~develop a~~ written description of the ~~program~~ and the awards and submit it to the Secretary for approval within **60** days of the date of this order. All future changes to such programs will also be submitted to the Secretary for approval.
- h. Secretarial Officers and Administrators will take steps to see ~~that~~ awards given or ~~recommended~~ by ~~advisory~~ committees in which the Department participates are also subject to the **provisions** of this order,



John A. Volpe  
Secretary of Transportation



CRITERIA AND PROCEDURES FOR EXTERNAL DOT AWARDS  
TO BE GIVEN BY THE SECRETARY

1. DESCRIPTION OF AWARDS. The four categories of awards which are differentiated by the degree of magnitude of the contribution, service, act or achievement will consist of the following:
  - a. Award for Exceptional Public Service. This is the highest Departmental award and consists of a plaque signed by the Secretary.
  - b. Award for Meritorious Public Service, This is the second highest Departmental award and consists of a plaque signed by the Secretary.
  - c. Certificate of Commendation. This is the third highest Departmental award and consists of a certificate and an appropriate citation signed **by** the **Secretary.**
  - d. Certificate of Appreciation. This is the fourth highest-Department&l award and consists of a certificate and an appropriate citation signed by the Secretary.
2. CRITERIA FOR AWARDS.
  - a. Award for Exceptional Public Service. The nominee must have accomplished one or more of the following:
    - (1) Displayed extraordinary initiative in advancing transportation and the public interest;
    - (2) Exhibited remarkable ingenuity in developing or applying scientific, technological or engineering procedures that directly and tangibly improve transportation;
    - (3) Provided extraordinary leadership In advancing administrative matters on **behalf** of this country's national transportation missions and objectives;
    - (4) Effected exceptional coordination and/or cooperation in sensitive matters pertaining **to** international affairs.
  - b. Award for Meritorious Service. The nominee must have accomplished one or more of the **following:**
    - (1) Displayed unusual initiative in advancing transportation and the public's interest;
    - (2) Rendered distinguished service in the public interest on behalf of transportation, with emphasis on safety;



(3) Achieved outstanding results in efficiency and/or economy of unique benefit to the national **or** international transportation **sys tem**.

c. Certificate of Commendation. The nominee must have rendered a special act or service contributing to overall national transportation in a variety of areas such as education, **research**, technical procedures, management improvementa, noise abatement or other environmental matters or legislative developments.

d. Certificate of Appreciation. The nominee must have advanced the public interest **in transportation** in any of the areas cited for the Certificate of Commendation; The difference **is** that these achievements are local, area, or regional in scope, affecting a smaller segment of the public-at-large.

3. PROCEDURES.

a. General.

(1) Usually not more than three **awards** per year in the **three** highest categories will be made. The Secretary will approve all awards.

(2) No award will be sent to the Secretary for approval without the concurrence of the **Secretarial Officer** and/or **Administrator** in the technical **field** within which the nominee lies.

b. Award for Exceptional **Public** Service, Award for Meritorious Public Service., and **Certificate** of **Commendation**.

(1) Recommendations must be made by **4. Secretarial Officer** or an Administrator **addresed** to the Secretary. **In** the cases of **non-**U.S. citizens, **the director** of Public Affairs will forward nominations to the Assistant Secretary for Policy and International Affairs **for** coordination with the Department of State.

(2) Recommendations must identify the nominee, giving full name and current address and must describe the service or accomplishment, and suggest the appropriate award category.

(3) Recommendations must be submitted within one year of the final achievement.

(4) Recommendations must be accompanied by a proposed citation of **100** words or less summarizing the major points of accomplishment.

(5) Supporting technical evidence and/or articles published in connection with **the** accomplishment should **also** be enclosed.





- (6) The Office of Public Affairs will assure that the criteria established in this order are met, that an appropriate balance ~~is~~ achieved and ~~that~~ appropriate elements of the Department are coordinated with and recommend approval to the Secretary.
- (7) Once approved, the Office of Public Affairs will arrange for production of the award, ~~ceremony~~ of presentation (either by the Secretary or his designee) and publicity in coordination with the organization which proposed the award.
- c. Certificate of Appreciation. This award will be handled in exactly the same manner as other awards except that it may be proposed by a Regional Representative of the Secretary as well as ~~a Secretarial~~ Officer or an Administrator.

